

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

VISION STATEMENT

To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.

2018-2019 GOALS

- *Support and encourage specialized programs that can serve as alternatives to outplacement*
- *Support and encourage the development of tuition programs*
- *Support the implementation of Mastery Learning and Responsive Education initiatives*
- *Support and encourage Curriculum Development, and Teaching & Learning best practice*
- *Engage in the Strategic Prevention Framework*
- *Engage the Superintendent to explore and research shared service opportunities*
- *Engage Town, State, and Federal officials to discuss and advocate for education*
- *Foster the continued development of instructional technology*

AGENDA

November 14, 2018

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Regular Meeting – October 24, 2018
- Joint Meeting-BOE/TC – November 7, 2018

C. PUBLIC PARTICIPATION (2 minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. CORRESPONDENCE

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

G.1 Monthly Financial Report

G.2 Tuition Rates

G.3 Sand Blaster Donation

G.4 Possible Cancellation of the December 26, 2018 BOE Meeting

G.5 Reflections on BOE/TC Joint Meeting and Workshop (no attachment)

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Policy 6011-Graduation Requirements

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

Town Council Meeting – October 23, 2018

M. FUTURE

N. EXECUTIVE SESSION-FOR THE PURPOSE OF DISCUSSING STUDENT DISCIPLINE

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – October 24, 2018

Members Present: Ms. Colleen Yudichak, Chair (arrived at 7:45PM); Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Ms. Kate Howard-Bender, Mr. Sam Adlerstein, Ms. Jane Pasini, Ms. Christina Plourd, and Mr. Bob Pagoni

Members Absent: Mr. Jeff Schroeder

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Moran called the meeting to order at 7:30PM. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Regular Meeting – October 10, 2018

Mr. Pagoni motioned to approve the minutes of the October 10th meeting. Mr. Adlerstein seconded the motion. Changes: under G1, last standard paragraph, 1st two words, “Mr. Schroder” should be “Mr. Schroeder”. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

Ms. Moran noted that Mr. John Daviau has invited interested Board members to attend the Prevention Conference on November 15th, 9AM-3PM.

E. POINTS OF INFORMATION

Mr. Adlerstein commented that the Board has a proposed resolution at the CABA Delegate Assembly on November 15th. He explained that each board of education gets one vote for each of the resolutions and recommended that the Board nominate a delegate. He nominated Ms. Moran. The Board was in favor and Ms. Moran accepted the nomination. She will review the resolutions which will be presented.

Mr. Adlerstein noted that he liked the way the Board addressed Ms. Nuccio’s questions at the last meeting. He explained that she sometimes has pages of questions and the Board has not yet figured out a way to address them. He noted that if her questions are sent to the Superintendent then it is outside of the public eye and then one person has more information than others. At the meeting the Board asked what Ms. Nuccio’s top priority was and it was addressed in the form of a public discussion. Mr. Adlerstein proposed that the Board continue to address such questions in the same format.

Mr. Pagoni commented that Ms. Nuccio is sometimes in attendance as a representative of the Town Council and at other times as a private citizen. In turn, if one is going to afford her such an opportunity, the same may need to be afforded to others. The Superintendent does not have the time nor staff to address inquiries, other than those made by the entire Town Council,

requiring the amount of depth as was asked at the last Board meeting. He added that he likes having discussions but the Chair will need to shape the conversation.

Mr. Adlerstein explained that the Board tried to keep the discussion within the structure of the meeting and Ms. Nuccio's questions were asked during Public Participation albeit she went over the traditional time set for comments. The Chair did call time and the questions were addressed under Points of Information. He added that he was unsure as to whether Ms. Nuccio's questions were from her as a private citizen or as a Council member but if it was the latter the questions should come from the Town Council. Mr. Adlerstein clarified that it is important that everyone have the same information and that the public is privy to such information.

Dr. Willett explained that the agenda is structured to address questions in that it incorporates Public Participation (with a two minute limit) followed by Points of Information where the Board may respond to questions and comments and recommended keeping the current structure. Depending on the detail level of questions, he will try to answer as comprehensively as possible.

Mr. Pagoni commented that from a historical perspective, there has been an evolution of the agenda to where it is today and it falls on the leadership to determine its enforcement. He encouraged the Board to answer questions posed by the public on the spot when possible and reasonable to do so.

Ms. Moran commented that in regard to process it is a grey area in that the Board did not know if Ms. Nuccio was speaking as a Town Council member or a private citizen. She added that a better place for multiple questions regarding the budget is at the joint meetings with the Town Council and the Budget Workshops.

Ms. Plourd commented that whether it is Ms. Nuccio or anyone else speaking as public, the Board should still go by the Public Participation process. She asked if perhaps a Town Council Liaison item should be added to the agenda.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid

- Spirit Week is currently going on
- Pep Rally – October 26th
- Homecoming – October 27th
- THS music concert – October 25th, 7PM
- Jazz Coffee Night – The Packing House, Willington, CT, 7PM
- THS students are pleased they are now able to enter the building prior to 7AM and are grateful to Dr. Willett for resolving this concern.

G. SUPERINTENDENT'S REPORT

G.1. Joint Board of Education / Town Council Meeting – November 7, 2018 THS Library (no enclosure)

Dr. Willett reviewed the handout G.1.:

- Joint Board of Education/Town Council Meeting, Tolland High School Library, November 7th, 7PM
- Community Budget Workshops, Tolland Public Library, 7PM
 - December 19th

- January 7th
- January 16th

G.2. ERF EOY18 Draft Request (no enclosure)

Dr. Willett reviewed handout G.2. (Available on the website and Dashboard)

A capital request was made at the end of the fiscal year.

- \$437,310 capital request for longer term projects
- \$105,000 BOE Year end project request

Dr. Willett proposed two items assuming the request to transfer \$393,339 into the Educational Reserve fund from the EOY 17/18 balance is processed:

1. Proposal to handle the five “HIGH” priority capital items highlighted in yellow for the 2018-19 year through the utilization of the Education Reserve Fund. These items would equate to approximately \$154,157.
2. Proposal to start the 1T1 Technology initiative in grade 6 through the utilization of \$50,118 of the Educational Reserve Fund

The latter proposal is Dr. Willett’s recommendation after speaking with others about the request and is an option to provide for a lower financial impact. He added that currently there is a provision for computer purchases to be made under the ERF ordinance but this could change. While this year the funds would come from the ERF, in subsequent years Dr. Willett will work it into the operating budget. He explained that by using the ERF the district can start planning for 1T1 sooner and initiate communications; otherwise, if they have to wait for the referendum to pass there will be less time for implementation. For clarification, it was noted that this proposal will provide Chromebooks only to students in Grade 6 for the 2019/20 academic year. The students would bring their Chromebooks to Grade 7 and in the 2020/21 academic year new Chromebooks would be issued to students entering Grade 6 etc. Implementation would be a 7-year plan.

Ms. Plourd inquired about the 1T1 initiative and asked that since it is a recurring expense if it could be included in the capital budget. Dr. Willett explained that while there are different opinions, he recommended seeding the initiative from the ERF and carrying it in the operating budget in the future.

Mr. Adlerstein expressed concern that when one moves to 1T1 technology, one cannot go back and what would happen if the technology cannot be funded in the future. He would like there to be good communication and support for the initiative and expressed concern that the Town Council will not want to see this item in the capital plan. Dr. Willett explained that Ordinance 86 for the ERF fund currently has a provision for computers but it may not in the future. He added that the technology will reduce the need for some other items going forward.

Ms. Harrold inquired if the district’s curriculum and staff are ready to implement the technology. Dr. Willett responded that TMS is ready for it, would embrace it, and in turn it would be able to put into immediate use.

Ms. Plourd asked if 1T1 could be considered a pilot program in case it isn't sustainable. Dr. Willett stated that it could. If necessary, the Chromebooks could be redeployed easily throughout the district although he believes that once in use students and their families will see this as an asset.

Ms. Howard-Bender commented that a Chromebook costs about \$200 and students with the unit will then not have all of the paper and potentially textbooks and inquired about the cost differential. She thinks the cost of the Chromebooks could be less than the other items while preparing students for the 21st century. Additionally, such technology is offered by charter and magnet schools and the 1T1 initiative will make the district more competitive.

Ms. Moran commented that the district is behind and she wants to see it move forward with technology. She inquired if there was information from districts who have implemented 1T1. Dr. Willett noted that he is in the process of getting more information.

Dr. Willett noted that a lot of programs and pathways in the district are doing well and the business academy is gaining traction. The devices would allow for a method of learning and use of technology on a daily basis that is productivity- focused and used in industry. This initiative would be another exciting and powerful asset for the district and strategically position it to be competitive and assist in retaining students.

Ms. Harrold commented that she supports funding the high priority capital items as proposed but expressed concern regarding using the ERF to start up the 1T1 initiative. It is an expense that will exist going forward and by using the ERF is delaying the inevitable absorption into the operating costs. The ERF is for emergency use and she believes 1T1 should be funded in another manner.

Mr. Adlerstein commented that using the ERF for 1T1 the first year will allow the district to achieve some cost savings that will help fund the following year. Dr. Willett explained that having the 1T1 will have a residual effect and will allow the district to review where money may be able to be saved but he does not have a figure at this time.

The Board asked the Student Representatives for their opinion on the 1T1 initiative. While it would not impact them, both supported it. Mr. Fisher believes it is important for students going into the 21st century. Ms. Zahid added there will always be students who learn better looking at hard copies and whose parents may have concern about the additional screen time.

Mr. Pagoni commented that he is not in favor of 1T1 being implemented over a 7 year span. Students need to be able to compete with others from around the world.

A brief discussion took place regarding students bringing their own devices. While they may be allowed to do so, they would need to agree to have them configured a certain way.

A straw poll was taken regarding the two proposals:

	In support
Proposal #1	8/8
Proposal #2	7/8

G.3. Update on Strategic Prevention Framework Efforts (no enclosure)
Dr. Willett reviewed the G3 handout which provided an update on the efforts.

H. COMMITTEE AND LIAISON REPORTS

Town Council – a discussion regarding language changes to the Board’s 1% (Educational Reserve Fund – this will go to a Public Hearing on November 13th; a quarterly financial review was presented; a discussion regarding access to the voting locations took place

CABE – November 15th afternoon meeting/delegate assembly

Other – Ms. Moran attended and reported on the following: the Mastery Based Learning Workshop was attended by approximately 20 people; information was presented at the Economic Development Workshop regarding development in Town; TMS PTO held a meeting where the Walkathon and other fundraising ideas were discussed

I. CHAIRPERSON’S REPORT

Ms. Yudichak noted that the Joint Meeting with the Town Council will be held with the workshop on November 7th and the Town Council/BOE Working Agreement has been signed by all.

J. BOARD ACTION - none

K. PUBLIC PARTICIPATION

- Kate Vallo, 80 Tolland Green, commented that as a resident and parent she fully supports getting Chromebooks into the hands of 6th grade students as soon as possible. The district is behind in this regard and she supports using the ERF for the 1T1 initiative. This technology has been used successfully for many years in several districts and she believes it would be difficult to find any place where it has failed. She requested that the Board do whatever possible and think creatively to get Chromebooks into the hands of all students in grades 6-8 by next year if possible. TMS is more than ready for students to use Chromebooks in school and at home.

L. POINTS OF INFORMATION

- Town Council Meeting – October 9, 2018

Ms. Harrold encouraged voters to review the Election Day ballot before going to the polls.

M. FUTURE

- Strategic Prevention Framework
- Mental Health Services
- Budget

N. NEW BUSINESS – none

O. EXECUTIVE SESSION

1. Discussion: Attorney client communication concerning steps for addressing student discipline matters (Requires 2/3rd vote to enter Executive Session).

Ms. Harrold motioned for the Board to go into Executive Session at 9:01PM for the purpose of discussing attorney client communication concerning steps for addressing student discipline matters and invited Dr. Willett to attend. Ms. Pasini seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:17PM

P. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 9:85 P.M. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

SUPERINTENDENT COMMUNITY BUDGET WORKSHOP

BOE/TC Joint Meeting
Tolland High School Library
One Eagle Hill
Tolland, CT 06084

SPECIAL MEETING – November 7, 2018

BOE Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Ms. Jane Pasini, Ms. Kate Howard-Bender, Ms. Christina Plourd, Mr. Sam Adlerstein, and Mr. Jeff Schroeder

BOE Members Absent: Mr. Bob Pagoni

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mark McLaughlin, Business Director; Peter Sztaba, Facilities Director; Adam Sher, Director of Technology; Todd Zenzak, Athletic Director; Patricia Hess, Director of Pupil Services; Jen Webster, Supervisor of Mathematics; Barbara Daly-Byrnes, Supervisor of ELA; Mark Ruede, Supervisor of Science; Tom Swanson, Principal, Birch Grove; Suzanne Guglietta, Assistant Principal, Birch Grove; James Dineen, Principal, TIS; Mary Grande, Principal, TMS; Dominique Fox, Principal, THS; Margot Martello, Assistant Principal, THS, Jon Cop, Assistant Principal, TIS.

Town Council Members Present: Mr. William Eccles, Chair; Mr. Dave Skoczulek, Vice Chair; Mr. Paul Reynolds, Ms. Tammy Nuccio, Mr. John Reagan, and Ms. Brenda Falusi

Town Council Members Absent: Ms. Christine Vincent

Also present: Steve Werbner, Town Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:03PM. The Pledge of Allegiance was recited.

B. PRESENTATION BY THE SUPERINTENDENT

(All information will be posted on the Board of Education website.)

Dr. Willett explained that much of the information he is presenting this evening in regard to the budget is theoretical in that it is very early in the process and he has not formally met with the administrators. At such meetings, factors that have arisen during the year which may impact the budget are discussed.

1. Budget Process Timeline

- Dr. Willett reviewed the budget calendar.

2. School and Community Profile

- Tolland has a median income of \$109,382 (Tolland County median income is \$80K)
- Unemployment rate: 2.7%
- Economic development consultants have identified Tolland as:
 - i. wealthy
 - ii. educated
 - iii. of the creative class
 - iv. consumers
 - v. exurban

- School System
 - THS was recognized by US News and World Report
 - College acceptances include a number of universities and programs
 - Scholastic Aptitude Standardized testing – the district performed well particularly in ELA and Math
 - Per pupil expenditure: one of the lowest (#133 out of 166)
 - Current enrollment (18/19) = 2,393 (17/18 enrollment = 2,465)
 - Average class size is in the range of what is recommended
 - Teacher compensation and benefits – around the median for the DRG and county
 - Facilities – if the district were to close a building it would realize an average annual savings of \$500K; the DRA study indicated a build out of a wing in one of the other schools would be needed (additionally, this could not be done until 2022 and the enrollment projections were lower than the actuals)

3. Early hypothetical budget estimates and considerations

- Budget estimates (assuming no changes): between 1.04% to 1.84% but as high as 3.7%
- Overall estimated negative impact in FY20 \$1.48M
- Cost mitigation addresses \$764K of the impact
- Possible Balance needed: \$716K
 - estimate is based on cost drivers and funding reductions juxtaposed against program changes and cost mitigations that could be made for FY 20 and FY20-24 based on what may be able to be achieved but it was noted that the information is theoretical.
 - cost drivers
 - salaries \$470K
 - insurance \$130K
 - utilities \$23K
 - transportation \$300K (potential new contract upcoming, old fleet)
 - reductions
 - ECS reduction estimate \$320K
 - Excess Cost: reimbursement rate and thresholds vary, estimate used for calculation is 70% reimbursement with threshold of about 70k (approximately \$200K impact)
 - cost mitigation
 - reduced outplacements (FY19/20 projection \$262K)
 - professional services, legal, and audit fees reduction
 - textbooks
 - equipment
 - 2 retirees (not rehired)
 - tuition-in (approximately \$101K)
- Review of 5-year plan and estimated future budget increase requests
 - Estimated range \$1.04M to \$1.84M without increase staff or SRBI resources

C. DISCUSSION, Q&A, BOE/TOWN COUNCIL ON THE 2019/2020 BUDGET

Ms. Plourd inquired about the sources of tuition. *Dr. Willett responded that there would be multiple sources including LEAP, special programs, and Open Choice.*

Mr. Eccles asked when the DRA study was performed. *Dr. Willett noted that it was done sometime between 2012 and 2014.* Mr. Eccles inquired if it may be able to be done again with more up to date statistics. *Dr. Willett replied that it could but the last study was done at a cost of \$38K and he believes given the enrollment numbers are higher than what they projected, the likelihood of them saying not to build out would be lower. He will post the study online.*

Ms. Yudichak asked if a building was closed if LEAP could still be offered. *Dr. Willett replied that it could. The greatest obstacle would be if the build out was not to occur.*

Mr. Reynolds commented that last year special education and costs were discussed and he asked if an analysis had been done regarding the cost benefits and how this is related to future budgets. *Dr. Willett explained that they have run the numbers and the programs in place are very beneficial. He can provide a analysis and added that the programs are better options for students while being cost effective.*

Mr. Schroeder inquired about tuition-in programs that have been implemented and their projected growth. *Dr. Willett explained that conservatively they expect between 1 and 5 students per year and up to 7 after a certain point. It will be have a mitigating effect given the fixed costs. He added that at a certain threshold one reaches the optimal benefit and educational opportunity at which time additional students would not be admitted.*

Dr. Willett explained that by offering tuition-in programs, the district can retain a wide variety of programs of interest to students and in turn provide them with strong resumes and curriculum vitae which help them get admitted to institutions of higher learning. Further, such programs offer students opportunities so they are less likely to seek out magnet and charter schools.

Mr. Adlerstein inquired, given the data, if the district will be cutting programs. *Dr. Willett explained that the assumptions are based on providing level services with a decreasing enrollment.*

Ms. Moran inquired about Dr. Willett's assumption that retiree positions will not be filled. *Dr. Willett explained that this is based on the expectation of decreasing enrollment which could allow the district to make some changes where class sizes will be roughly the same without the additional staff.*

Ms. Nuccio inquired about the Open Choice and other programs. *Dr. Willett noted that there are 10 students in the Open Choice program and there are people looking at tuitioning-in to the LEAP program. He added that he attempts to connect with families who select magnet and charter schools to learn more about why they are interested in doing so.*

D. PUBLIC PARTICIPATION

Brian Flynn, 145 Anthony Road, commented in regard to the transportation cost increase. He inquired if sidewalks were put in place around Birch Grove it this could potentially lower

transportation costs so students could walk to school. *Dr. Willett explained that within 2 miles schools may say that students can walk but the district has to have enough busses to provide transportation to any child in need. One cannot take away a student's right to free and appropriate education by not having transportation available. If a survey is done to inquire if a student needs transportation and over the course of the year a situation changes to where it is needed, it can be provided but it will be at a higher cost to the district. Overall, the companies price their services in a way such that cost savings are not particularly high if students are added to routes. Dr. Willett noted that in the new contract he could reduce the number of buses and there could be longer routes. The district is working with a transportation consultant to manage the process and overall Dr. Willett would like to have newer but fewer buses. Another option may be to have middle school and high school students ride together.*

Liz Costa, 54 Josiah Lane, commented that at the last meeting there were discussions regarding providing computers to students in grades 6-8 but didn't mention doing the same for students in grades 9-12 yet they were discussed in the meeting previous to that one. Surrounding towns have one to one technology. Further, Dr. Willett discussed the readiness for the technology at the middle school level but not as much in regard to the high school level. Ms. Costa inquired what changed. *Dr. Willett explained that this was done to lower the sticker shock – it is less expensive to start an initiative in one grade. Further, the training needed could be effectively managed if the funds come from the ERF since they could start earlier and not wait for the referendum. He believes the staff at the middle school level have experience with the relevant technology.*

Ms. Nuccio commented that there are multiple studies regarding screen time and inquired if the Chromebooks could be made available only in school rather than issuing them to students for home use. *Dr. Willett explained that having students use them at home makes students more proficient with the productivity aspect of technology vs. smart phone apps and by working with others while at home via cloud technology.*

E. BREAKOUT SESSIONS

At 8PM administrators and attendees began breakout sessions and separated into small groups. Administrators answered budget questions with respect to their budget area. The group work concluded at 8:45PM.

F. WRAP-UP & ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 8:47 P.M. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Respectfully submitted,
Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: Monthly Financial Report for October 2018

Date: November 5, 2018

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the FY 2018-2019 fiscal year. The month of October 2018 is the 4th month of the 2018-2019 fiscal year. The attached report is only a financial snapshot identifying 4 months of activity. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This financial attachment provides an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, YTD expenses, encumbrances and available balances as generated through the financial software.

Line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance has been reduced by \$485,718K from last month. As the year continues to progress, the available balance will rapidly be converted to encumbrances or expenditures.

The attached October 2018 financial report shows an available balance of \$2,350,784 or 5.93% of the BOE's current budget. The available balance will continue to be reduced in the next several months. This available balance is consistent with past trends for this time of the year. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Health Insurances should be fully booked as staff adjustments are made, substitute expenses started in September, special education student tuition adjustments are made, utility transfer has taken place, transportation routes have not been fully adjusted, general supplies and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

As part of the UISF agreement, the BOE has transfer the designated energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the UISF reserve account.

In a typical year, the budget is built 18-20 months from implementation, based on the best know data and assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. Mandates, and professional services etc.

The Budget for FY18-19 was approved for \$39,642,607. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances as in the past may be returned to the town or the BOE can request it be transferred to the 1% fund upon final approval by the auditors

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 10/1/2018

To Date: 10/31/2018

Fiscal Year: 2018-2019

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,099,418.00	\$1,752,487.88	\$5,520,397.14	\$15,579,020.86	\$16,029,044.51	(\$450,023.65)	-2.13%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$26,677.55	\$44,669.22	\$419,374.78	\$14,040.00	\$405,334.78	87.35%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$12,232.84	\$78,652.62	\$124,889.38	\$2,024.70	\$122,864.68	60.36%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$16,683.36	\$33,723.68	\$318,845.32	\$467,932.94	(\$149,087.62)	-42.29%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$0.00	\$16,345.16	\$138,604.84	\$58,860.00	\$79,744.84	51.46%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$833.33	\$293,183.36	\$428,866.64	\$260,958.33	\$167,908.31	23.25%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$455,271.44	\$1,221,472.44	\$3,709,234.56	\$3,275,653.42	\$433,581.14	8.79%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$48,943.35	\$154,720.65	\$472,198.35	\$410,925.91	\$61,272.44	9.77%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$20,147.24	\$63,917.06	\$172,735.94	\$160,945.07	\$11,790.87	4.98%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$3,161.00	\$3,161.00	\$46,839.00	\$50,000.00	(\$3,161.00)	-6.32%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$2,624.00	\$3,380.00	\$53,301.00	\$44,620.00	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$0.00	\$139,226.00	\$134,386.00	\$139,226.00	(\$4,840.00)	-1.77%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$53,362.00	\$0.00	\$56,552.06	(\$3,190.06)	\$840.00	(\$4,030.06)	-7.55%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$15,166.68	\$38,583.32	\$30,333.36	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Svcs	\$294,870.00	\$18,977.80	\$34,882.43	\$259,987.57	\$105,200.12	\$154,787.45	52.49%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$1,552.67	\$19,670.16	\$14,811.84	\$7,586.47	\$7,225.37	20.95%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$243,287.00	\$18,542.98	\$57,442.02	\$185,844.98	\$91,936.82	\$93,908.16	38.60%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$28,603.38	\$126,355.42	\$300,768.58	\$117,297.54	\$183,471.04	42.95%
0100.0000.410.00.000.1	Sewer/Water	\$31,206.00	\$0.00	\$31,206.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$130,750.00	\$5,829.12	\$18,162.96	\$112,587.04	\$61,102.04	\$51,485.00	39.38%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$259,789.00	\$7,414.16	\$34,836.60	\$224,952.40	\$39,201.15	\$185,751.25	71.50%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$6,718.73	\$38,846.21	\$110,117.79	\$130,343.41	(\$20,225.62)	-13.58%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$302,199.33	\$368,157.89	\$2,308,305.11	\$2,278,690.55	\$29,614.56	1.11%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$0.00	\$110,791.26	\$85,544.74	\$88,903.76	(\$3,359.02)	-1.71%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$3,383.77	\$4,488.35	\$61,292.65	\$27,518.85	\$33,773.80	51.34%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$257.78	\$943.31	-\$4,121.69	\$689.50	\$3,432.19	67.76%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$531.08	\$5,064.28	\$19,000.72	\$6,644.92	\$12,355.80	51.34%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	\$496,841.52	\$725,440.29	\$2,239,759.71	\$1,955,532.63	\$284,227.08	9.59%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$4,012.86	\$12,130.28	\$20,676.72	\$9,923.86	\$10,752.86	32.78%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$151.41	\$9,955.19	\$76,045.81	\$68,039.33	\$8,006.48	9.31%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$7,909.22	\$21,148.11	\$175,503.89	\$56,344.75	\$119,159.14	60.59%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$337,120.00	\$24,505.51	\$44,455.66	\$292,664.34	\$89,004.92	\$203,659.42	60.41%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$18,180.31	\$1,492,499.74	\$172,337.26	\$169,935.26	\$2,402.00	0.14%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$16,628.31	\$22,110.48	\$189,938.52	\$15,572.69	\$174,365.83	82.23%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$2,679.80	\$41,264.49	\$32,454.51	\$597.76	\$31,856.75	43.21%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$614.24	\$5,986.86	\$49,658.14	\$22,511.54	\$27,146.60	48.79%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$14,415.77	\$44,983.00	\$103,975.00	\$41,162.22	\$62,812.78	42.17%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$0.00	\$2,840.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$1,745.58	\$40,417.08	\$9,371.92	\$6,872.37	\$2,499.55	5.02%
Grand Total:		\$39,642,607.00	\$3,324,548.99	\$10,955,806.14	\$28,686,800.86	\$26,336,016.70	\$2,350,784.16	5.93%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Tuition Rates

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: November 14, 2018

ITEM SUMMARY:

As per Board Policy 3070, approved on June 8, 2005, the district administration must set **tuition rates** (for students seeking to be educated in the Tolland Public Schools from outside of the district) for each fiscal year in accordance with the per pupil costs of the preceding year.

These tuition rates are not tuition rates for a specialized program that the Tolland Public Schools may create in the future as such program(s) may have their own tuition costs and rates. The tuition rates presented as per Policy 3070 are specifically for a student coming into Tolland for an educational program.

FINANCIAL SUMMARY:

Tuition Rates
Weekly/Annually
Grades K-2 \$482/\$17,436
Grades 3-5 \$477/\$17,252
Grades 6-8 \$508/\$18,381
Grades 9-12 \$467/\$16,917
TALC Program \$306/\$11,072
Special Education \$1,057 \$38,252

The rates represent necessary budget needs for optimal educational opportunity.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review.

RECOMMENDED BOE MOTION:

N/A

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Sand Blaster Donation

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: November 14, 2018

ITEM SUMMARY:

A sand blaster has been donated by **Jesse Gannelli** to the Tolland Public Schools. The value is determined to be above the Board Policy of \$ 500.00. This is being utilized for the educational benefit of students (through improve facilities capabilities) and conforms to Policy and Regulation 3050.

FINANCIAL SUMMARY:

Model SB2420.

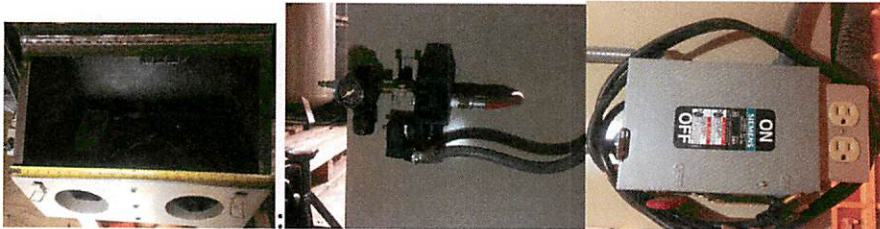
BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Official Board Recognition of the donation, no action necessary as there are no restrictions.

SUPPORTING MATERIALS



SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Possible Cancellation of the December 26, 2018 BOE Meeting

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: November 14, 2018

ITEM SUMMARY:

The Board of Education meeting scheduled for December 26, 2018 is presented for discussion. This meeting has traditionally been cancelled.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

`Propose Move to action JJ.

`Second /discussion

`Vote to move to action

*`JJ. Proposed motion: Motion to cancel the December 26,2018 meeting of the Board of Education.
Second/Discussion/Vote.*

SUPPORTING MATERIALS ATTACHED:

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 6011 – Graduation Requirements

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: November 14, 2018

ITEM SUMMARY:

As per section 10-233a of the Connecticut General Statutes the Board of Education must maintain and update promotion and graduation policies as well as the basic skills necessary for graduation. As part of this effort performance requirements that are now outdated (Section B) will be removed and replaced with current graduation requirement language.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

1. Proposed motion J1: *Motion to approve the changes and updates to Policy 6011 – Graduation Requirements*

SUPPORTING MATERIALS ATTACHED:

`Policy 6011 - Graduation Requirements - PA

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Graduation Requirements

Number: 6011

Instruction

Approved: 6/12/02

Revised: 1/9/13

The Tolland High School graduate must earn a minimum of 29 credits, meet the credit distribution requirements, and meet the district's performance requirements.

A. Credit Distribution Requirements

Subject	Minimum Number of Credits
English	4
Mathematics	3
Social Studies	3
Must include: 1 credit in World History	
1 credit in Modern US History	
1 credit in Civics	
Science	3
Must include: 1 credit in Int. Science (gr. 9)	
1 credit in Biology (gr. 10)	
1 science elective	
Physical Education/Health	2
Must include PE 9 and PE 10	
Fine Arts	1
Includes any course in Art or Music	
Vocational Arts	1
Includes any course in Business, Family/Consumer Sciences, Computer Sciences or Technology Education	
Electives	12
Total Credits	29

B. ~~Performance Requirements (Classes of 2013, 2014, 2015)~~

~~The Tolland High School graduate:~~

- ~~◆ Is literate. Demonstrates the ability to read, write, and speak proficiently when accessing, processing, and communicating knowledge.~~
- ~~◆ Is a problem solver. Shows that he/she can utilize differing sources of information and apply multiple strategies in solving a variety of types of problems.~~
- ~~◆ Shows an understanding of the basic tenets of good health.~~
- ~~◆ Demonstrates social responsibility and respect for others in a diverse world.~~
- ~~◆ Demonstrates an understanding and application of the arts.~~
- ~~◆ Shows the ability to integrate and use technology to receive, access, organize, process, and transmit information.~~
- ~~◆ Demonstrates skills necessary to identify and pursue post high school goals.~~

B. Performance requirements (classes of 2016 and thereafter)

The Tolland High School graduate will demonstrate:

- Effective communication through reading, writing, and speaking.
- Effective problem solving and critical thinking skills.
- Effective use and application of technology.
- ~~Personal responsibility and productivity through positive contributions to society.~~
- [Social responsibility through community service.](#)
- ~~Interpersonal skills that actively support and contribute to the community and school environment.~~
- Skills for personal growth as well as cultural and global awareness.

Legal Reference: Connecticut General Statutes 10-223a and 10-14n

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM OCTOBER 23, 2018 – 7:00 PM

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Financial Director; Michael Wilkinson, Director of Administrative Services; Patricia Woods (*left at 7:10 p.m.*)

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS** - None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*2 minute limit*): None.
6. **PUBLIC HEARING ITEMS** - None
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **David Skoczulek, Blight:** He referred the public to the minutes. **PCC:** He did not make the meeting, but they did have a discussion regarding the tree lighting. Everything seems to be set for that to happen as usual. **John Reagan, WPCA:** Scott Lappen was not available to attend the meeting, so there are a few things that need to be updated when he returns. There is a new residential hookup on Old Post Road. They spoke about the gas tanks at the Gulf station that are being replaced. It was reported that they were removed with no leakage and no residual runoff. The process is going well. **Tammy Nuccio, Rec Meeting:** The Rec Department and the Superintendent have worked together to offer Friday half-day programming to kindergarteners through 8th grade students. **BOE:** They added a capital request for one-to-one technology. They would like to give a presentation to the Council on November 7th to review their budget, and the Special Ed information that was asked for. There will also be a community workshop that night, so she suggested that maybe the Council could go for the first half, or they could stay for the whole workshop. Mr. Willett is working on grants that are due on October 31st. **POCD:** They discussed the economic review. It was interesting, but it confirms a lot of things that they already know. The median household income is significantly higher than every town around us, which means Tolland should be able to support all kinds of economic development, but when you look at the daily trends, it just isn't there. More people are leaving town to go to work, than people coming into the town. **Brenda Falusi, POCD:** There is a lot of leakage leaving Tolland. A lot of people are taking their pocketbooks with them. Investment is needed in Tolland. She referred the public to the minutes. **PZC:** There was discussion regarding the church going in on Gerber, and water leaving the site and going down into Vernon. There are a number of special permits going on. They are still discussing wineries, cideries, breweries and distilleries.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS)

To view agenda item attachments, you may visit: <https://www.tolland.org/town-council>

8.1 Consideration of a resolution for payment in lieu of taxes for the Old Post Village Elderly Complex.

Mr. Werbner said in August of 2007, the Housing Authority through Reverend Donald Miller, Chairman and Patricia Woods, Executive Director, requested that there be an adjustment from 10% to 3% of the total amount of the shelter rent paid by tenants for 2008. The Town Council granted that request and again approved continuing the 3% rate for 2009 through 2017. Since this approval needs annual review the Housing Authority is again requesting their payment be 3% of the shelter rent. The estimated difference in revenue to the Town is \$8,167 and \$3,500 has been budgeted as part of the 18/19 budget.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it agrees to allow the Housing Authority to address current and future capital improvement needs:

1. Effective with the 2018 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall establish and place in its capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.
3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit at the same time a list of capital improvement projects proposed for each of the next five years.

Seconded by Christine Vincent. All in favor. None opposed.

8.2 Discussion of the BOE 1% Reserve Fund.

Mr. Werbner said that after discussions with several members of the Town Council on an individual basis, the following further revisions to the BOE 1% Reserve Fund ordinance were being put forth for their consideration:

1. Funds within the reserve fund can be used only for capital, technology and/or unanticipated special education funding needs.
2. The Town Council shall make this appropriation subject to audit confirmation except as provided below:
 - a. The appropriation, which shall not be considered until the end of the 3rd quarter of the fiscal year, may be denied in part or in whole if prior to the appropriation being made the State of Connecticut reduces and/or withholds ECS revenue in an amount greater than provided for in the Town budget.

The remainder of the changes previously identified within the ordinance would remain.

Ms. Nuccio is good with the changes. Mr. Reynolds is in agreement as well. He said it gives them flexibility knowing how the budget situation may change over the next few years. Mr. Eccles confirmed that the major changes are listed above, and the other changes previously identified are mainly housekeeping changes. Mr. Skoczulek said he is not against this, but would like to hear more from the BOE.

David Skoczulek motioned to amend agenda item 8.2 to include the setting of the Public Hearing for November 13, 2018 at 7:00 p.m. Seconded by Christine Vincent.

Mr. Werbner added that the version for the Public Hearing will be as presented tonight.

All in favor. None opposed.

8.3 Presentation of quarterly financial review.

Ms. Hancock gave a presentation entitled *Tolland Financial Review* as of September 30, 2018 with the use of a PowerPoint. Overall, revenue is \$1,848,218 higher than this same period in 2017. She reviewed the revenue sources. With regard to expenditures, overall expenditures are \$187,181 less than the same period last year. Most departments are running consistently as compared to the prior year. She reviewed the expenditures. In the future, they will continue to monitor the revenue and expenditures. As the year progresses, they will have a better idea as to budgetary status. Currently, revenues and expenditures are trending as they anticipated. If trends should change in a negative direction, they would take the appropriate action to mitigate the situation such as implementing a spending freeze, etc. She will provide an update after the next quarter.

8.4 Appointments to vacancies on various municipal boards/commissions.

David Skoczulek motioned to appoint the following:

8.4.a. Re-Appointments to Permanent Celebration Committee

Deborah Wagner, 527 Old Post Road, term 11/07/18 – 11/03/21

Mary-Pat Soucy, 111 Torry Road, term 11/07/18 – 11/03/21

8.4.b. Re-Appointment to Historic District Commission

Rodney Hurtuk, 76 Tolland Green, term 11/12/18 – 11/12/23

Seconded by Brenda Falusi. All in favor. None opposed.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS)** - None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner reminded that they are in the 30 day comment period for the Crumbling Foundation Coalition Guidelines. People can go to www.crumblingfoundations to review the guidelines, and provide comments. On November 27th, the Board will convene to go over all of the suggestions, and determine if there are any revisions needed to the guidelines. At this time, they are still finalizing the contract with the Department of Housing in order to get the funds into the accounts. They are shooting for the middle of December before they will actually start taking applications. He said a number of people have already filled out their application, but the application phase has not begun. They will be notified that the application phase has not commenced yet. Mr. Werbner said Tolland is \$300,000+ in lost tax revenue as a result of reduced assessments associated with crumbling foundations. It continues to be a significant issue.

Ms. Nuccio asked if they would be doing some type of meeting for the residents of Tolland.

Mr. Werbner said they can think about it to see if it would be helpful.

Ms. Falusi thanked Mr. Werbner for keeping the Town of Tolland's website updated with all of the crumbling foundation issues.

Mr. Reynolds asked what the plan is on Election Day regarding access to the polling centers.

Mr. Werbner said the Rec Center is all set, and there will be no logistical problems. As for the Senior Center, one way traffic will be allowed. If they are able to get the entire job done, then two lanes will be open.

11. **ADOPTION OF MINUTES**

11.1 October 9, 2018 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by John Reagan. All in favor. None opposed. David Skoczulek abstained.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **CHAIRMAN'S REPORT:** None.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

Ms. Nuccio said with all the construction going on, Dunn Hill Road is being torn up. She knows Dunn Hill was not on the priority list for roads work, but can it be? Mr. Eccles asked if they could encourage the State to cover that, since we are providing the detour.

Mr. Werbner will look into this.

Ms. Nuccio recognized the *Tolland Cares* organization for their work. Last year, they assisted families in need, and they continue their great work. Last week, they dedicated a sign to honor Trooper Miller. The sign was an original sign that had been at Troop C years ago. The sign was redone. The work that they did was outstanding and very well done.

Ms. Nuccio said asked where they were with regard to breaking out into small budget groups. This was mentioned previously, and she is interested in doing so.

Mr. Werbner said if any Council members were interested, they can let him know. He will then set up the meetings.

Ms. Nuccio advised that she has had a lot of feedback from the public regarding the ballot and the Charter items on it. People are frustrated and don't understand it. She asked if there is anything they can do.

Mr. Werbner said there is nothing that the town or Council can do officially. If they would like to unofficially write an individual letter to the Editor, or post to their private social media outlets, they could do that. It is too late in the process, because the absentee ballots are already being distributed. Mr. Wilkinson said the town's website contains the red-line version. The changes may be easier to see on that version.

Mr. Werbner said he wouldn't mind reviewing the members' own explanations, to make sure what they are saying in their own statements are accurate.

Ms. Falusi said that after the election, they should add the Town Manager search back onto the agenda.

15. **PUBLIC LISTED PARTICIPATION** (on any subject within the jurisdiction of the Town Council) (3 minute limit): None.

16. **ADJOURNMENT:** David Skoczulek moved to adjourn the meeting; Seconded by Brenda Falusi at 7:57 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk